



MINUTES OF THE BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Sachi A. Hamai, Executive Officer-  
Clerk of the Board of Supervisors  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

At its meeting held November 5, 2008, the Board took the following action:

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The following item was called up for consideration:

County Counsel Litigation Cost Manager and Risk Manager joint report that identifies specific projects or actions accomplished during the year that supported the goal of risk management and reduction of the County's exposure to litigation and identifies joint goals and objectives for the subsequent year. Requested by Supervisor Molina at the meeting of October 16, 2007.

Supervisor Molina made the following statement:

"The responsibility to reduce the County's exposure to claims and litigation falls on each of us—from this Board of Supervisors to Department Heads to each of our employees. Every dollar spent in a lawsuit could be better used to pay for vital services to the public and the staff to support these services. In these difficult economic times, we must be ever more vigilant in overseeing what is paid in settlements and attorneys fees. By reducing the cost of liability, the County would increase its budget. However, this requires that every employee do his or her part to change the culture to avoid legal exposure and to reduce the cost of risk to the County. Those who drive County cars should drive more responsibly; those who encounter dangerous conditions or roadways must report them immediately to prevent an injury; and those who are charged with providing the public with a service should follow established policies, protocols and common sense to avoid any exposure. In addition, every Department Head should evaluate their respective departments and implement concrete steps that would avoid exposure in their department. We should ensure that those charged with risk management in their respective departments are appropriately classified and that line managers and supervisors are properly trained on risk management issues, from personnel matters to workers compensation.

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“We must also develop the capacity to step back and look at the broader picture, examine trends to make systemic changes, learn from our experiences, and be more proactive in our approach to risk management. The litigation and risk management reports we receive annually should not just provide numbers—they should also provide analysis, strategies and recommended actions so that we can save money in the short-term and long-term.”

Therefore, Supervisor Molina made a motion that the Board receive and file County Counsel’s attached Litigation Cost Manager and Risk Manager joint report and take the following actions:

1. Direct each Department Head to create Management Appraisal and Performance Plan (MAPP) goals that will decrease risk in their departments;
2. Direct the Chief Executive Officer (CEO), Director of Personnel and County Counsel to develop training for line supervisors on personnel matters including progressive discipline, documentation, accommodation and other issues;
3. Direct the CEO to evaluate the classification of risk management staff in each department and determine whether any changes should be made given the level of risk in their department:
4. Direct the CEO, CEO Risk Manager, County Counsel and other department heads as appropriate to create a Legal Exposure Reduction Committee that shall:
  - Meet quarterly;
  - Establish an annual Countywide and departmental legal exposure reduction goal; create proactive County Counsel procedures to advise departments on various methods to reduce legal cost;

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- Create procedures to discuss areas of potential exposure, and develop and implement specific strategies calculated to prevent future claims and lawsuits;
- Provide updated training on new changes in laws and policies for each appropriate department to implement;
- Assess the efficacy of corrective action plans, review management training and implementation of County policies, review lessons learned, discuss areas of potential exposure, and develop and implement specific strategies calculated to prevent future claims and lawsuits; and
- Report annually on their progress and efforts.

Supervisor Antonovich made a suggestion that Supervisor Molina's motion be amended to direct the Chief Executive Officer and County Counsel to report back to the Board in two weeks with a joint response on what will be done on each of the aforementioned items, including the outcomes that can be expected in those areas next year. Supervisor Molina accepted Supervisor Antonovich's amendment.

Therefore, on motion by Supervisor Molina, seconded by Supervisor Antonovich, was unanimously carried, the Board took the following actions:

1. Directed each Department Head to create Management Appraisal and Performance Plan (MAPP) goals that will decrease risk in their departments;
2. Directed the Chief Executive Officer (CEO), Director of Personnel and County Counsel to develop training for line supervisors on personnel matters including progressive discipline, documentation, accommodation and other issues;
3. Directed the CEO to evaluate the classification of risk management staff in each department and determine whether any changes should be made given the level of risk in their department:

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4. Directed the CEO, CEO Risk Manager, County Counsel and other department heads as appropriate to create a Legal Exposure Reduction Committee that shall:
  - Meet quarterly;
  - Establish an annual Countywide and departmental legal exposure reduction goal; create proactive County Counsel procedures to advise departments on various methods to reduce legal cost;
  - Create procedures to discuss areas of potential exposure, and develop and implement specific strategies calculated to prevent future claims and lawsuits;
  - Provide updated training on new changes in laws and policies for each appropriate department to implement;
  - Assess the efficacy of corrective action plans, review management training and implementation of County policies, review lessons learned, discuss areas of potential exposure, and develop and implement specific strategies calculated to prevent future claims and lawsuits; and
  - Report annually on their progress and efforts.
5. Direct the Chief Executive Officer and County Counsel to report back to the Board in two weeks with a joint response on what will be done on each of the aforementioned items, including the outcomes that can be expected in those areas next year.

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Attachment

Copies distributed:

Each Supervisor  
Chief Executive Officer  
County Counsel